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3 **RWSA BOARD OF DIRECTORS**
4 **Minutes of Regular Meeting**
5 **September 24, 2024**

6 A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was
7 held on Tuesday, September 24, 2024 at 2:28 p.m. at the Rivanna Administration Building (2nd
8 Floor Conference Room), 695 Moores Creek Lane, Charlottesville, VA 22902.

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10 **Board Members Present:** Mike Gaffney, Brian Pinkston, Quin Lunsford, Lauren Hildebrand
11 Ann Mallek (remote), Jeffrey Dumars (as alternate for Jeff Richardson)

12
13 **Board Members Absent:** Jeff Richardson, Sam Sanders

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15 **Rivanna Staff Present:** Bill Mawyer, David Tungate, Betsy Nemeth, Jacob Woodson, Scott
16 Schiller, Austin Marrs, Tia Waters, Brian Haney, George Cheape, Deborah Anama

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18 **Attorney(s) Present:** Valerie Long

19
20 **1. CALL TO ORDER**

21 Mr. Gaffney convened the September 24, 2024 regular meeting of the Board of Directors of the
22 Rivanna Water and Sewer Authority at 2:28 p.m.

23
24 **2. REMOTE PARTICIPATION REQUEST – MS. ANN MALLEK**

25 Ms. Mallek stated that she was located along Route 29 Southbound in Fauquier County. She
26 stated that she was unable to get to the meeting in time due to a meeting obligation in northern
27 Virginia and the traffic on her return.

28
29 **Mr. Pinkston moved that the Board allow Ms. Mallek to participate in the meeting**
30 **remotely. Ms. Hildebrand seconded the motion, which carried unanimously (4-0). (Mr.**
31 **Richardson and Mr. Sanders were absent)**

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33 **3. AGENDA APPROVAL**

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35 **Mr. Pinkston moved to approve the Agenda as amended. Ms. Hildebrand seconded the**
36 **motion, which carried unanimously (5-0). (Ms. Mallek was remote; Mr. Richardson and**
37 **Mr. Sanders were absent)**

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39 **4. MINUTES OF PREVIOUS BOARD MEETING ON AUGUST 27, 2024**

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41 **Mr. Pinkston moved the Board to approve the minutes from the meeting held on August**
42 **27, 2024. Ms. Hildebrand seconded the motion, which carried unanimously (5-0). (Ms.**
43 **Mallek was remote; Mr. Richardson and Mr. Sanders were absent)**

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45 **5. RECOGNITIONS**

46 There were none.

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6. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer stated that he would like to express his gratitude to Jeff Dumars for joining them and filling in for Mr. Richardson. He stated that they presented to the Board in July 2023 a new organizational development plan. He stated that this plan established a Director of Administration and Communications Division position to support the succession management plan. He stated that they also created an Outreach and Communications Coordinator position to be filled in the current fiscal year.

Mr. Mawyer stated that the role of this position was to support their strategic plan to coordinate with the community and elevate the Authorities' profile. He stated that through a competitive recruitment process, our Human Resources department was excited to hire Ms. Tia Waters. He stated that Ms. Waters was joining them from the Virginia Department of Social Services and previously worked at the Blue Ridge Health District, where she was involved in community engagement. He stated that Tia would be their new Outreach and Communications Coordinator.

Mr. Mawyer stated that in support of their succession management program, they had identified that they might need a new Wastewater Manager in some years. He stated that their current Wastewater Manager, Rob Haacke, had announced his retirement to be effective at the end of October. He stated that they would celebrate his retirement next month. He stated that through a competitive process, our Assistant Wastewater Manager, Brian Haney, had been selected as the new Wastewater Manager.

Mr. Mawyer stated that Mr. Haney was a success story that had grown within their organization. He stated that Mr. Haney had been with them for over 20 years. He stated that Mr. Haney had started as a filter press operator and had served in various positions, from staff operator to supervisor, and he eventually became the Assistant Manager. He stated that Mr. Haney had been promoted to be their Wastewater Manager. He stated that Mr. Haney would manage their four wastewater treatment plants and was responsible for 17 employees in his division.

Mr. Mawyer stated that he and Mr. Haney had identified that attaining a college degree would be beneficial to his career. He stated that with support from RWSA, Mr. Haney had been attending Piedmont Community College and had recently received his Associate Degree. He stated that they congratulated him on his academic achievement.

Mr. Mawyer stated that he also wanted to recognize IT Technicians, Will Dobson for receiving the CompTIA cybersecurity certification, and Jacob Woodson for earning the CompTIA Network Plus certification. He stated that these certifications validated their IT infrastructure skills for troubleshooting, configuring, and managing networks. He stated that their IT team was expanding its skills. He stated that September 17 was National IT Professionals Day, and he expressed his gratitude to Jeff Southworth, IT Manager, and the entire team for their efforts in maintaining our IT systems.

Mr. Mawyer stated that he wanted to thank Ms. Anama for organizing the quarterly team-building event and breakfast. He stated that September was National Preparedness Month, and last month, the management team reviewed the Rivanna Emergency Operations Plan, Emergency

93 Response Plan, and the Regional Emergency Management Plan. He stated that they briefly
94 discussed the City Emergency Operations Plan, as well.

95
96 Mr. Mawyer stated that they invited Thomas Hutka, the Director of Utilities for Greene County,
97 for a virtual and windshield tour of their facilities. He stated that they discussed the \$150 million
98 that Rivanna had invested in its water supply infrastructure over the past 20 years and the \$200
99 million that they planned to invest over the next five years. He stated that although they did not
100 have additional water to share with Greene County, they were available to support Greene with
101 other utility challenges.

102
103 Mr. Mawyer stated that a number of staff attended the annual joint meeting in Virginia Beach,
104 where the Virginia American Water Works Association and the Water Environment Association
105 convened. He stated that Ms. Jennifer Whitaker, Director of Engineering and Maintenance,
106 presented on their construction program, highlighting the upcoming CIP projects. He stated that
107 Mr. Rob Haacke, Wastewater Manager, gave a presentation on a procedure he came up with to
108 optimize power savings by reducing dissolved oxygen in their aeration system in wastewater,
109 which was a great example of their efforts to maximize treatment processes while not over
110 oxygenating.

111
112 Mr. Mawyer stated that Ms. Whitaker also met with the Rio Community Advisory Committee to
113 update them on projects in their area. He stated that they had a meeting with the County
114 leadership team, where they provided an update on water supply planning efforts, especially in
115 the northern part of the County. He stated that their Safety Manager, George Cheape, did an
116 excellent job by securing a \$4,000 safety grant from the Virginia Risk Sharing Association,
117 which was their property insurance company. He stated that the grant allowed them to acquire
118 several safety devices.

119
120 Mr. Mawyer stated that they were addressing their Environmental Stewardship strategic plan
121 priority. He stated that students from St. Anne's-Belfield School visited Buck Mountain to assist
122 in the removal of tubes from trees planted many years ago. He stated that these tubes were
123 intended to protect the trees from being eaten by deer. Mr. Mawyer stated that they were
124 transitioning out of a 10-year mitigation program associated with construction of the Ragged
125 Mountain Dam.

126
127 Mr. Mawyer stated that they were also planning to proceed with the sale of 1706 Buck Mountain
128 Road property, which included a house and approximately two acres. He stated that they hoped
129 to have the property cleaned and ready for sale by next month, at which point they would issue a
130 Request For Bids in accordance with the Lease and Sale Procedure approved by the Board. He
131 stated that this was the second Buck Mountain property they were selling. This property was
132 previously owned by the Morris family. He stated that Rivanna purchased it in the 1980s, but the
133 family retained a life estate deed. Mr. Mawyer stated that both Mr. and Mrs. Morris had since
134 passed away, and the property was now vacant. He stated that they had communicated with Mrs.
135 Morris's daughter, and residents in the house had moved out. He stated that they were currently
136 cleaning up the property in preparation for sale, although they were still determining the full
137 extent of the work required.

139 Mr. Gaffney inquired if the entrance to the property had been moved.

140
141 Ms. Long indicated that the public road, Buck Mountain Rd., had been relocated several times
142 and the road was not clearly visible in the photo.

143
144 Mr. Mawyer stated that last month, he notified the Board that they were making a change to their
145 corrosion inhibitor program in the urban drinking system. He stated that this program involved a
146 water treatment chemical, known as an orthophosphate product, which was added to the water to
147 prevent metals from leaching from household plumbing and pipes into the drinking water
148 system. He stated that they faced challenges in several neighborhoods, particularly for homes in
149 Glenmore and Farmington, due to precipitate flaking material that was clogging some of the
150 plumbing fixtures. He stated that after many months of lab review, he believed that by slightly
151 reducing the strength of the corrosion inhibitor product, they could eliminate this precipitate
152 from forming.

153
154 Mr. Mawyer stated that this change was implemented on September 12. He stated that since then,
155 they observed a decrease in the levels of the orthophosphate product in their system. He stated
156 that they planned to continue testing and taking samples throughout the system to ensure there
157 were no unintended consequences from this change and that it functioned as intended. He stated
158 that it may take some time for the sediment to flush out of homes that were experiencing water
159 problems. He stated that he was hopeful that the precipitate would not return.

160
161 Mr. Mawyer stated that he discussed with the Board about starting a commissioning program to
162 help retain experts to ensure their control systems were designed, installed, tested, and operated
163 properly. He stated that they recently issued two commissioning requests. He stated that the first
164 request, due on Thursday, was for utility buildings and facilities, and the second request, due on
165 October 1, was specifically for industrial controls, integration, and the SCADA portion of their
166 control systems. He stated that they were seeking two experts who could help them ensure that
167 their control systems were properly designed, constructed, and inspected.

168
169 Mr. Pinkston asked how they disseminated the advertisements.

170
171 Mr. Mawyer stated that they advertised on eVA, the state's electronic advertising system, and in
172 the local newspaper. He stated that their website was another platform. He stated that eVA was
173 becoming the primary advertising channel. He stated that they would require bidders to respond
174 and submit their bids through eVA starting in January. He stated that they would inform the
175 Board of who applied, and hopefully, they would have a recommendation to award these
176 contracts next month.

177
178 Mr. Mawyer stated that they identified some firms and sent them specific emails to let them
179 know that this had been advertised. He stated that eVA, Rivanna's website, and local newspapers
180 were their usual platforms. He stated that sometimes they reached out to other professional
181 organizations if they were relevant. He stated that they received bids for the construction contract
182 to install a 24-inch pipe under the South Rivanna River. He stated that the bid for this project
183 was just under \$5 M and it was within budget. He stated that a local Charlottesville firm,
184 Falconer Construction, won the bid as the low bidder. He stated that they recommended

185 awarding that contract.

186

187 Mr. Mawyer stated that they anticipated receiving construction bids for the project to run a new
188 pipe from Ragged Mountain Reservoir to Observatory Treatment Plant and to construct the
189 major pump station on Reservoir Road on a parcel purchased on the Foxhaven property. He
190 stated that the RFB was issued and bids were due on October 1.

191

192 He stated that in the upcoming weeks, they would discuss drought with the Regional Drought
193 Committee. He stated that they anticipated returning to the Board in October to recommend
194 withdrawing the drought watch that had been issued a few months ago. He stated that they had
195 been receiving ample rainfall, and all reservoirs except for Ragged Mountain were full.

196

197 Mr. Mawyer stated that if the rain continued, they would continue to fill Ragged Mountain
198 Reservoir through the pipeline from Sugar Hollow, which should take approximately two more
199 months to complete. He stated that Tropical Storm Helene may bring rain to their area. He stated
200 that they were optimistic about addressing the potential drought issue. He stated that they would
201 also consult with the Drought Committee, which included representatives from the City, ACSA,
202 and County.

203

204 Mr. Pinkston asked for an update on the Virginia Water Planning ordinance amendment.

205

206 Mr. Mawyer stated that they had discussed the amendment with the Board last month, and they
207 had met with ACSA that morning. He stated that they were also going to schedule a meeting
208 with the City to review the amendments, and they planned to make comments to the state
209 through its Town Hall webpage.

210

211 Mr. Mawyer stated that these were the amendments to the local water supply planning
212 requirements, and they were supposed to partner with Greene, Louisa, Fluvanna, and
213 Buckingham as a planning unit. He stated that they anticipated submitting comments before the
214 due date of October 9. He stated that they were currently considering the nature of their
215 comments.

216

217 Mr. Mawyer stated that DEQ suggested a 30-year planning horizon, but DEQ permits were only
218 for 15 years, and the infrastructure they built had a lifespan of 70 to 100 years. He stated that this
219 raised the question of where this 30-year planning horizon fits in. He stated that it was beyond
220 the permit period but well under the infrastructure's lifespan.

221

222 Mr. Pinkston asked if they would be able to provide general or political, community-based
223 feedback. He stated that he had concerns about the expectations that they would be expected to
224 subsidize other localities.

225

226 Mr. Mawyer stated that they could make those comments if the Board desired.

227

228 Mr. Gaffney stated that hearing that from a City official would be important.

229

230 Mr. Mawyer stated that they could coordinate with Mr. Pinkston.

231
232 Ms. Mallek stated that having officials comment directly through the Town Hall link or to DEQ
233 Director Rolband would be effective to share the non-technical view. She stated that she had
234 been struggling with the five attachments that were attached in Town Hall. She stated that some
235 of them were very short, while others were 50 pages long, which she found challenging to
236 manage. She stated that several things had caught her attention while reading them. She stated
237 that the state's recommendation was that this should not impact the locality. She stated she was
238 not certain about the exact costs, but she was aware that there would be significant staff time
239 demands. She stated that this was a concern for her when the state seemed to pass all the costs
240 and work on to the locality.

241
242 Mr. Mawyer stated that there was a significant amount of information required by the ordinance
243 amendment. He stated that the ordinance asked for details about current water use for the public
244 system, residential wells, surface water, and groundwater. He stated that it also inquired about
245 future water sources and water use expectations. He stated that they had five years to develop
246 this plan. He stated that they were also determining who would be part of the committee, as it
247 would include stakeholders from environmental, development, and energy groups as well as
248 surrounding localities, and many others. The regional water supply planning groups include
249 cities, counties, and incorporated towns. Our planning group has five incorporated towns:
250 Scottsville, Mineral, Louisa, Dillwyn, and Stanardsville.

251
252 Mr. Mawyer stated that ultimately, it would come down to a vote, and although they hoped for
253 unanimous agreement, it was not required. He stated that disagreeing localities could still
254 contribute their comments as part of the plan. He stated that the consensus of the plan would be
255 considered the official local regional water supply plan. He stated that they had been given five
256 years to compile all the necessary information. He stated that DEQ was moving forward with the
257 process and was requesting who would be representing each locality.

258
259 Mr. Gaffney asked if Mr. Mawyer would be our planning group representative.

260
261 Mr. Mawyer stated that there was an option that the TJPDC could manage this entire process for
262 all of them. He stated that he planned to contact TJPDC to understand their thoughts on this
263 matter and how they wished to participate. He stated that the procedure allowed them to
264 essentially oversee this process for their planning unit.

265
266 Mr. Pinkston asked if the TJPDC overlapped the new water planning district.

267
268 Mr. Mawyer stated yes. He stated that it was his understanding that they overlapped with all of
269 them, making them eligible to lead this effort. (*UPDATE: Albemarle, Louisa, Greene and
270 Fluvanna are in the TJPDC, while Buckingham is not. The TJPDC also includes Nelson.)

271
272 Mr. Gaffney asked if they would have three members.

273
274 Ms. Mallek stated that she believed it was very important for each community to do their own
275 thing, especially with the expertise that Rivanna offered. She stated that it was crucial that they
276 did not hand off this responsibility to someone who worked in a more general planning mode

277 without having expertise about water. She stated that she urged each of them to delve deeper into
278 this matter.

279
280 Ms. Mallek stated that she had forgotten to mention earlier that they had the option to request a
281 different district. She stated that she hoped staff would discuss this with the Rivanna Board at the
282 next meeting and share their thoughts about this. She stated that perhaps a community of interest
283 may be more appropriate. She stated that she believed it was really important that each of their
284 communities stay very actively involved in this.

285
286 Mr. Pinkston stated that currently, the TJPDC website displayed a Watershed Implementation
287 Plan (WIP).

288
289 Mr. Mawyer stated that the TJPDC organized the Hazard Mitigation Plan for the entire region.
290 He stated that this was part of their responsibility to organize different strategies for the entire
291 region.

292
293 Ms. Mallek stated that the WIP was for the Chesapeake Bay Plan, and it operated at a very high
294 level of planning. She stated that it did not provide specific details about what actions were to be
295 taken.

296
297 Mr. Pinkston stated that for instance, the TJPDC included Nelson, which was not part of the
298 water planning district, but it did not include Buckingham.

299
300 Mr. Mawyer stated that they would sort that out. He stated that they would have five members,
301 best case scenario, representing the City, County, ACSA, Scottsville, and Rivanna.

302

303 **7. ITEMS FROM THE PUBLIC**

304 There were none.

305

306 **8. RESPONSES TO PUBLIC COMMENTS**

307 There were no comments from the public, therefore, there were no responses.

308

309 **9. CONSENT AGENDA**

310 *a. Staff Report on Finance*

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312 *b. Staff Report on Operations*

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314 *c. Staff Report on CIP Projects*

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316 *d. Staff Report on Administration and Communications*

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318 *e. Staff Report on Wholesale Metering*

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320 *f. Staff Report on Drought Monitoring*

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322 *g. Approval of Construction Contract Award; South Fork Rivanna River Crossing 24”*

323 *Water Main – Faulconer Construction*

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- h. Approval To Increase Construction Contingency – MCAWRRF 5kV Electrical Infrastructure Improvements – Pyramid Electrical Contractors*
- i. Approval of Engineering Services – Rivanna Pump Station Restoration – Hazen and Sawyer Engineer*
- j. Approval to Increase Design Contingency – MCAWRRF 5kV Electrical Infrastructure Improvements – Hazen and Sawyer Engineers*

Mr. Pinkston stated that he wanted to have a quick conversation about Item H and Item I on the Consent Agenda. He stated that it sounded like the MCAWRRF 5kV Electrical Infrastructure Improvements project had been challenging.

Mr. Mawyer stated that they had existing underground duct banks, and the new cables would not go through these duct banks. He stated that as a result, they had to construct new duct banks.

Mr. Marrs stated that there were extensive equipment lead times for this project. He stated that originally, it was supposed to be completed within a year to 18 months. He stated that they were now looking at a three-year timeline before construction was finished. He stated that regarding the duct bank issue, there were a certain number of bends that cable could pass through before it violated electrical code compliance. He stated that these cables were installed in the 1970s.

Mr. Marrs stated that during the cable replacement process, the contractor encountered a problem: the new cable would not pass through the existing duct bank bends without exceeding the maximum pulling tension force allowed for the cables. He stated that to safely replace the cables and complete the job as originally planned, they had to pay the price of replacing the 50-year-old duct bank.

Mr. Pinkston asked how long the installed section of duct bank was.

Mr. Marrs stated that they would need to replace approximately 400 linear feet. He stated that they were collaborating with the contractor to find an alternative alignment that could potentially avoid utility conflicts.

Mr. Pinkston stated that this project appeared to be transformative for the entire complex. He stated that the 5kV system seemed to be the backbone for the plant power system. He asked if Hazen and Sawyer were involved in the original design of the pump station.

Mr. Mawyer stated that they were the design engineers of record. He stated that due to the facility becoming submerged, they had to reassess the damaged components and redesign many aspects of the facility, including equipment, conduit runs, electrical requirements, and communication panels. He stated that regarding the duct penetration in the stairwell, which was the path the water came through, they had not found any indication of a professional responsibility that Hazen and Sawyer would have. He stated that they had not concluded that it was a professional liability issue for which they would have financial responsibility.

370

371 Mr. Pinkston asked for clarification about the other firm (SEH) which was involved.

372

373 Mr. Mawyer stated that SEH was not involved in the original design, but they performed the
374 independent assessment of what went wrong. He stated that they had expertise in controls and
375 were the ones hired to complete the design of new controls.

376

377 Mr. Pinkston asked who did the controls last time.

378

379 Mr. Mawyer stated that Hazen and Sawyer did it.

380

381 Mr. Chris Taber, Vice President of Hazen and Sawyer, stated that the project had been completed
382 a few years ago. He stated that it involved all the controls and details identified in the
383 specification, which served as the functional description. He stated that this information had been
384 utilized by the engineer who had handled the integration design at that time. He stated that he
385 believed that the work had been done in-house. He stated that this information was now being
386 used by SEH to assist in developing their updated controls design and associated documentation.

387

388 Mr. Pinkston asked if it was going to be essentially like pulling the brains out and putting a new
389 one in, similar to a Frankenstein-style operation, or if it would be a code change.

390

391 Mr. Taber stated that there were different types of sensors they could use. He stated that there
392 was a separate task order that SEH was working under.

393

394 Mr. Mawyer stated that they previously had floats on the wires, which might have gotten tangled
395 during the water submergence. He stated that this time they were exploring use of a static bar
396 that would read the water level as it rose. He stated that this design ensured that it could not float
397 away or get tangled.

398

399 Mr. Pinkston asked for an update on the forensics.

400

401 Mr. Mawyer stated that they had completed a report stating that it was a control malfunction. He
402 stated that the controls were not instructing the pumps to operate at a rate fast enough to keep up
403 with the inflow. He stated that there was a blanking zone where the electronic controls could not
404 accurately read the water level when it became too high, leading to erroneous information being
405 provided to the operators.

406

407 Mr. Pinkston asked if the integration would be done by a subcontractor.

408

409 Mr. Mawyer stated that usually, they had a specialty subcontractor that completed the controls.
410 He stated that they planned to have a firm to help with this process.

411

412 Mr. Schiller stated that SEH will be the controls design consultant and also do the control
413 programming on this project.

414

415 Mr. Gaffney asked if the insurance issue had been resolved.

416
417 Mr. Mawyer stated that they had not received any official communication from them yet. He
418 stated that they were still awaiting a response, but all signs indicated that they were open to
419 paying for the damage. He stated that this did not include the cost of new improvements.

420
421 **Mr. Pinkston moved the Board to approve the Consent Agenda. Ms. Hildebrand seconded**
422 **the motion, which passed unanimously (5-0). (Ms. Mallek was remote; Mr. Richardson and**
423 **Mr. Sanders were absent)**

424
425 **10. OTHER BUSINESS**

426
427 *(Combined Session with the RSWA)*

428
429 *a. Presentation: Safety Program Update*
430 *George Cheape, Safety Manager*

431
432 George Cheape, Safety Manager, stated that he had assumed this role in December 2023 and had
433 been with the company for just over six years. He stated that his initial role was as a Engineering
434 Project Inspector. He stated that he transitioned into this position primarily due to his extensive
435 background. He stated that he had accumulated approximately 35 years of construction
436 experience, with over 29 years specializing in water and wastewater. He stated that he held a
437 Class 2 Operator certification in both water and wastewater.

438
439 Mr. Cheape stated that he had significant experience in maintenance and held Master Electrician
440 and Master Plumber licenses. He stated that he had also been previously certified and was
441 currently working towards recertification as an instructor trainer for OSHA 10 and OSHA 30. He
442 stated that his involvement with Rivanna began when he was an adjunct professor at PVCC. He
443 stated that Rivanna required OSHA training, which led to his introduction to the Authority.

444
445 Mr. Cheape stated that his vision was to cultivate a culture of safety through building
446 relationships with others. He stated that it was not just about office work; it was about being
447 present. He stated that their goal was for all Rivanna personnel and contractors to think and
448 practice safety at all times, making it an automatic process. He stated that they had a strong
449 culture of safety at Rivanna, and his goal was to enhance it further.

450
451 Mr. Cheape stated that he preferred a hands-on, helpful approach rather than pointing out
452 mistakes. He stated that he believed in being present in various departments and job sites,
453 engaging in conversations with their staff and contractors, and building relationships to improve
454 safety. He stated that effective communication was key to accomplishing tasks efficiently and
455 safely. He stated that while enforcing safety standards was necessary, he aimed to focus on
456 positive conversations about how they could make their work environment safer. He stated that
457 their ultimate goal was zero accidents, ensuring everyone went home safely.

458
459 Mr. Cheape stated that safety was a continuous improvement process that protected their staff
460 and reduced workplace incidents. He stated that it was an integral part of their strategic plan, and
461 they aimed to set safety goals and strategies through site visits and communication with their

462 team. He stated that he wanted to expand their safety initiatives, offering more to their staff and
463 the public through a commitment to a growing culture of safety. He stated that all of their staff
464 were dedicated to fostering a safety culture.

465
466 Mr. Cheape stated that from the very beginning, he had been actively involved in the field
467 making site visits. He stated that he also spent time in the office. He stated that he had been
468 visiting with the Rivanna Solid Waste Authority, Rivanna Water and Sewer Authority, and
469 Maintenance and Operations in the field. He stated that he communicated with different
470 departments, attended safety meetings, and asked questions. He stated that he also ensured that
471 employees were safe when working in hot conditions.

472
473 Mr. Cheape stated that his current role with the pump station involved ongoing safety
474 coordination for the rehabilitation. He stated that he would attend a Safety Committee meeting
475 the next day, which was a pre-conference for load testing the VFDs to ensure their reliability. He
476 stated that they had experienced some failures with the primary clarifiers recently, which served
477 as a prime example of collaborating with people to find unique solutions. He stated that these
478 clarifiers were approximately 110 feet in diameter and 10 feet deep, making them a permit-
479 required confined space.

480
481 Mr. Cheape stated that he had worked with the Maintenance Manager, Greg Marrs, and their
482 maintenance team to develop a safe method for accessing these clarifiers, and they had
483 successfully achieved this on both clarifiers. He stated that he also conducted site safety
484 inspections at their CIP sites, including the Airport Road Pump Station, South Rivanna and
485 Observatory WTPS, and the 5kV project.

486
487 Mr. Cheape stated that the pump station incident occurred approximately three weeks into his
488 new role. He stated that he had been performing a dual role as an inspector, inspecting the
489 emergency bypass installation, while also collaborating with Rivanna staff, consulting engineers,
490 and contractors to ensure the safe installation of additional pumps and piping. He stated that this
491 included designing an effective fall protection system for workers who would be working at
492 heights.

493
494 Mr. Cheape stated that he worked to ensure the drywell areas were safe for entrance to perform
495 the initial analysis and inspection. He stated that he coordinated with contractors to get the
496 drywell cleaned and disinfected. He stated that one of the achievements that year was that VRSA
497 had a safety grant system. He stated that they had qualified for a \$4,000 safety grant for Rivanna
498 Water and Sewer Authority. He stated that they had successfully obtained all \$4,000 of that. He
499 stated that they had standardized their vests, purchasing 43 Class III high-visibility vests
500 company-wide. He stated that they were also acquiring three new gas monitors for the
501 maintenance department, and six chemical rain suits for wastewater.

502
503 Mr. Cheape stated that for Solid Waste, he had collaborated with David Rhoades, the Solid
504 Waste Manager, to apply a \$2,000 grant. He stated that they developed a project aimed to protect
505 their employees on the tipping floor by installing a specialized gate. He stated that he had
506 confirmed with VRSA that the \$2,000 grant could be applied to this project, enhancing employee
507 safety while cleaning the tipping floor. He stated that they had created a new Electrical Safety

508 chapter for the Safety Manual, which was the first of its kind in their safety manual. He stated
509 that he had collaborated with UVA Facilities Management for this initiative, and they had been
510 very helpful. He stated that the chapter was nearly complete and had been finalized and
511 published.

512
513 Mr. Cheape stated that in addition to attending meetings with CUA 911, the City of
514 Charlottesville, ACSA, and others, he had been actively building relationships and participating
515 in various activities. He stated that the safety manual consisted of 25 chapters. He stated that the
516 manual was expected to continue expanding as they progressed.

517
518 Mr. Cheape stated that one of the things he was particularly excited about was the upcoming
519 rollout of a new incident reporting system in the fourth quarter of this year. He stated that their
520 current incident reporting system had been primarily paper-based, but they had been
521 collaborating with different stakeholders, including IT and HR, to integrate it with their existing
522 Paychex employee payroll system, which is also used for safety training.

523
524 Mr. Cheape stated that this integration would enable every employee to have incident reporting
525 readily available on their phone, allowing them to document incidents. He stated that this
526 approach would not only make incident reporting more accessible but also enhance their data
527 collection capabilities, enabling them to focus on specific injuries or incident types. He stated
528 that they were developing a comprehensive lockout/tagout program to comply with OSHA
529 requirements. He stated that this program would be incorporated into their CityWorks asset
530 management program, and they were working on streamlining forms and systems for review and
531 approval.

532
533 Mr. Pinkston asked what they had been historically doing for lockout/tagout.

534
535 Mr. Cheape stated that they were currently implementing lockout/tagout procedures. He stated
536 that although they had always performed this work, they were now documenting their actions
537 and establishing procedures to ensure that every new employee would know how to secure
538 equipment. He stated that he would attend all pre-construction meetings related to projects,
539 focusing on safety. He stated that he would also conduct on-site safety inspections and
540 collaborate with construction inspectors to develop safety guidelines for these jobs.

541
542 Mr. Mawyer stated that they had a position in the proposed budget for July to add another safety
543 person to assist Mr. Cheape and to focus on Solid Waste. He stated that this was a topic that had
544 been mentioned by the Solid Waste Board several years ago. He stated that they expressed a
545 desire for a more dedicated safety resource, which they may discuss further in the spring.

546
547 **11. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

548 There were no items to discuss.

549
550 **12. CLOSED MEETING**

551 There was no reason for a closed meeting.

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553 **13. ADJOURNMENT**

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At 3:18 p.m., Mr. Pinkston moved to adjourn the meeting of the Rivanna Water and Sewer Authority. Ms. Hildebrand seconded the motion, which passed unanimously (5-0). (Ms. Mallek was remote; Mr. Richardson and Mr. Sanders were absent)

Respectfully submitted,



Mr. Sam Sanders
Secretary - Treasurer

